

CIVIL CASE CHECK LIST

- **The attorney of record must be a MEMBER OF THE BAR for the Eastern District of Missouri or file a motion with the court to appear pro hac vice.** (See Local Rule 12.01 for requirements)
- The attorney of record must SIGN ALL INITIATING DOCUMENTS pursuant to FRCP 11.
- The COMPLAINT and initiating documents may be filed by visiting the clerks office; by mail; or by e-mail.
- To file a complaint by e-mail, the attorney must have a credit card on file with the court.
- Pursuant to Local Rule 2.04, when demanding a jury trial, "JURY TRIAL DEMANDED" must be written on the first page of the Complaint - under the space for the case number.
- The correct DIVISION must be noted on all of the pleadings - the Eastern District of Missouri is comprised of the NORTHERN - SOUTHEASTERN - EASTERN DIVISIONS pursuant to 28U.S.C.105 of the FRCP.
- If the plaintiff is a child or an incompetent person, a MOTION FOR APPOINTMENT OF NEXT FRIEND must be filed with the complaint.
- Pursuant to the E-Government Act of 2002, all civil pleadings filed, including exhibits, must not contain PERSONAL IDENTIFIERS, (i.e. social security numbers, names of minor children, dates of birth and financial account numbers). Personal information MUST be redacted before the case is submitted to the court.
- All information requested must be entered and all sections completed on the CIVIL COVER SHEET.
- The ORIGINAL FILING FORM must be completed. If the case was filed previously, the prior officiating judge must be listed along with the previous case number.
- SERVICE (Rule 4 FRCP) to be effected by WAIVER OF SERVICE OF SUMMONS FORM - submit 2 completed waivers for each defendant, or;
- SERVICE (Rule 4 FRCP) to be effected by SUMMONS - submit 2 completed summons for each defendant and submit 2 NOTICE OF PROCESS SERVER FORMS for each process server.
- SERVICE (Rule 4 FRCP) upon the U.S. GOVERNMENT - submit 2 completed summons for the U.S. Agency, the U.S. Attorney and the U.S. Attorney General. The government is exempt from service by waiver of service of summons. Service is effected by certified or registered mail.
- The FEE for filing a CIVIL CASE is \$250.00. The fee for MOTION FOR PRO HAC VICE is \$25.00 and should be submitted with the motion. The court accepts payment by cash, credit card or check. If payment is being made by check, please make the check payable to "Clerk U.S. District Court"
- If the plaintiff is a corporation, the DISCLOSURE OF CORPORATION INTERESTS CERTIFICATE form must be filed with the complaint.
- If the defendant is a corporation, a blank DISCLOSURE OF CORPORATION INTERESTS CERTIFICATE form must accompany the service documents.